

**CONFIDENTIAL**

Approved For Release 2002/01/23 : CIA-RDP78-04718A000800090004-2

Executive Registry

4-9673

File  
25X1A

S. O. May 1978

11 December 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Agency Notice [REDACTED], Reassignment  
Agency Reassignment Board 25X1A

1. I do not concur in subject notice as written because of certain unanswered questions that arise in reading it, and because of a belief that there lacks sufficient advice or direction as to the operation of the system to insure objective application.

2. My principle objections arise from reading paragraph 3 of the notice. Paragraph 3 states that when a major organizational element discovers an excess in a particular office, the Personnel Office will be so notified and an individual will be "tentatively nominated" for an Agency-wide reassignment effort. No information is given in the proposed notice as to how or when a "tentative nomination" becomes a firm or actual nomination. Paragraph 3 additionally mentions five factors to be considered in nominating the surplus individual. No advice or direction is given as to relative weight of these factors in considering them and, thereby, we run the risk of the several major components of the Agency weighing them in a non-uniform fashion. Additionally, we make ourselves susceptible to the allegation that subjectivity not objectivity was the basis of declaring any specific individual surplus. I also find it difficult to understand how in the vast majority of the cases the "personal preference of the individual", as a factor to be considered can have any weight. It would appear only natural in the vast majority of cases, if not all, the personal preference of the individual would be to not be declared surplus.

3. I would suggest one additional area of primary consideration be listed in paragraph 4, wherein the Personnel Office will attempt to effect suitable reassignment for surplus individuals elsewhere in the Agency. I would suggest screening those T/O positions occupied by active duty military personnel if surplus civilian personnel hold suitable qualifications for such positions.

4. It is observed in paragraph 5 no right of appeal is given that unit of organization to which recommended assignment is made by the proposed Agency Reassignment Board. There may well exist legitimate reasons why such an Agency Reassignment Board recommendations should not be implemented, and under such conditions the unit concerned should be allowed to state its objections to a point of appeal.

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5. It is entirely unclear to me in my reading of paragraph 6 as to how a determination is made as to what individual in the final analysis will be discharged. It seems in order to me to spell out what is meant by "competitive level in which the overage arose." Is such a level or area to be restricted to units of Office or comparable units of organization, or will it encompass the five major components of the Agency? When the DD/P and Office of Communications are considering individuals for actual separation, will they be limited to only departmental personnel or will field personnel of equal grade and qualifications be considered in arriving at a separation?

6. As presently written, I believe the approval and dissemination of the proposed notice will lead to unwarranted disturbance of employee morale and will reflect adversely on the personnel management policies of this Agency because of incompleteness of the proposed procedure.

SIGNED |

LYMAN B. KIRKPATRICK  
Inspector General